

**CONGRESSMAN TED W. LIEU
33RD DISTRICT, CALIFORNIA**

**JOB OPENING
Staff Assistant
District Office- Los Angeles, CA**

The Office of Congressman Ted W. Lieu is seeking to immediately fill a full-time job opening for an entry-level **Staff Assistant** based in his Los Angeles District Office.

Position Description

The *Staff Assistant* is primarily charged with answering phones, greeting constituents and visitors, sorting incoming mail, ordering supplies, writing correspondence, managing interns, and assisting the District Office staff with additional tasks. Successful candidates will possess strong communication skills, the ability to multitask, attention to detail, political instinct, the ability to prioritize in a fast-paced environment, work cooperatively and courteously with others and have the temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.

Minimum Qualifications/Education Required

- Office/administrative experience.
- Strong organizational skills and attention to detail.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, and Power Point.
- Strong communication, analytical, and organizational skills and attention to detail, as well as an ability to relate well with individuals of diverse backgrounds. The candidate must have impeccable customer service manners and superior public speaking skills.
- Candidate must have a thorough understanding of government agencies and structure (city, county, state, and federal).
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously, and work under pressure.
- Candidates should demonstrate a positive attitude, commitment to excellence, upbeat demeanor, flexibility, and sense of humor.
- Candidate should have a bachelor's degree from an accredited four-year college or university.
- Salary will be commensurate with experience. Employees will be eligible to receive federal health insurance, 401(k)-style retirement benefits, and other federal employee benefits.

To Apply

Interested applicants should e-mail résumé, including salary history, and cover letter to Lisa.Pinto@mail.house.gov. Please write Staff Assistant in the subject line. No phone calls or walk-ins accepted.

Deadline for receiving applications is September 11, 2015.